

~~CONFIDENTIAL~~

*DTM IMV*

27 April 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Training - Weekly Report

I. Recent Activities

[Redacted]

STAT

B. Clerical Orientation

For last week's class the Office of Personnel had determined each student's assignment by the first day of class. This is the first time that all assignments were known so early in orientation week. The Clerical Training Faculty was thus able to prepare the students for their first jobs in a more positive, realistic way.

C. Office of Security's Survey Course

[Redacted]

25X1A

The course was held 23-27 April in [Redacted] for ten OS officers. It was given by OS for security officers headed to the field and covered mainly, instruction on the physical security of Agency installations throughout the world. STAT

D. Presidential Classroom for Young Americans

[Redacted], OP, who planned and coordinated the Agency participation in the program, reports that CIA's presentation had the highest overall rating among the 21 presentations in the program. Comparative

25X1A

[Redacted]

25X1

~~CONFIDENTIAL~~

25X1A ratings by five of the six groups of high-school students show three  
25X1A "firsts," one "second," and one "third." The Agency presentation consisted of a showing of "A Need to Know," a briefing by [redacted] OTR's Briefing Officer, and a question-and-answer session with [redacted]

E. Status of Negotiations with DIA

25X1A On 23 April [redacted] Chief, Information Science Training Staff, received a copy of the letter from the Director of DIA to the DDCI, dated 14 April. DIA's position as expressed in the letter is that space will not be available in the present facilities at the Defense Intelligence School for an expanded information science training program. They are offering instead a limited amount of their space in the Pomponio building in Rosslyn. The letter further stated that DIA would detail three full-time employees to the program and provide appropriate expertise, as needed, on a loan basis.

25X1A Two meetings this week between Mr. [redacted] and Colonel Edwin Leonard, DIA's Deputy Director for Support, resulted in a restatement of the DIA position. ISTS can continue to use the present facilities at DIA provided they schedule courses around ever-increasing DIS use of the building. It was agreed that the proposed space in the Pomponio building (1600 square feet) is insufficient. As for the three detailees mentioned in DIA's letter, these are military positions and there is some question as to when they can be filled and how qualified the officers will be.

II. Upcoming Developments

A. Project Officer in the Contract Cycle (POCC)

25X1A [redacted] DD/ORD, has inquired about the possibility of including a presentation on contract law in this course. The value to Project Officers of some basic knowledge of contract law was emphasized at a recent meeting of the ORD career panel. The panel is now exploring ways of obtaining this instruction. The Management Training Faculty will assist them by providing any literature available in OTR on existing external courses and by discussing further with them the feasibility of meeting their requirements in the POCC course.

B. Community Language Training

At the 20 April meeting of the Interagency Language Roundtable, the Defense Language Institute (DLI) reported that they plan to move most of their operation to Fort Monmouth, N.J., during 1974 and 1975. DLI Headquarters and the East Coast School (both in Anacostia), the English Language School in Texas, and the Systems Development Agency in California, will all be consolidated there. The West Coast School will remain in Monterey, California.

~~CONFIDENTIAL~~

The Foreign Service Institute reported that the language school which they operated in El Paso, Texas, for the Bureau of Customs will be closed at the end of May. The decision to close the school was apparently precipitated by the proposed merger of agencies involved in the narcotics problem.

These two developments are not expected to affect our language training effort.

C. Debriefing of Overseas Returnees

At the request of Chief, Operations Training Group, [redacted] [redacted], three former Career Trainees who have recently returned from overseas, will participate in a debriefing by senior members of the OTG sometime in July. The debriefing will be directed to the operations training each has had at the Station and the applicability of the training to his overseas assignment. One of [redacted]

25X1A

25X1A

25X1A

D. Meeting of Career Training Class

Career Trainees of the January 1973 Class and their wives will meet with the CT Program Staff [redacted] on Saturday, 19 May. The main purpose of the meeting is to provide the wives an opportunity to discuss matters concerning their husband's careers, particularly with regard to serving overseas. To this end, a former CT and his wife who have just returned from an overseas tour will also be invited to participate.

25X1A

E. External Training

Agency enrollment for the 7-25 May running of the Foreign Affairs Executive Seminar now stands at seven: DDM&S - three (OS, OF, OC); DDI - two; and DDO - two.

25X1A

[redacted] Chief, Personnel Security Division, OS, will be attending the eight-week Federal Executive Institute at Charlottesville, 6 May - 29 June.

F. DIA's Project HELPFUL

This one-day briefing on the DIA for a joint audience from CIA and the JCS is scheduled for 10 May. The Agency's quota is now filled; the names of 33 principals and 17 alternates have been sent to the Commandant, Defense Intelligence School.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

25X1  
25X1  
G. The [ ] Lecture to be Filmed

OTR will make a color film and a videotape of the lecture by Herman [ ] scheduled for Tuesday, 1 May, at 1000 hours in the Headquarters auditorium. [ ] will speak on "The Prospects for Mankind." Tickets for the lecture have been distributed to Senior Training Officers.

25X1

[ ]

25X1A

*bcw* HUGH T. CUNNINGHAM  
Director of Training

~~CONFIDENTIAL~~